

Activity Log Board Guide

Step 1: Select "New Record" on the **Activity Log - 214 Board**.

Step 2: From the dropdown menus indicate the **Activity Type** (if specific option not available, select "Other")

Step 3: From the dropdown menu, indicate the **Priority** (**High**, **Medium**, or **Low**)

Step 4: Fill in the **Remarks** section as instructed by your supervisor or jurisdiction

Step 5: **Point of Contact Name/Phone** should automatically fill from your user information. If not please fill out information

Step 6: Indicate who to restrict the post to with the **Restrict To** option.

-**Unrestricted:** Everyone in the incident can see the post

-**User:** Only the individual who made or updated the post can see

-**Position:** Only those in your same position can see post

-**Section:** Only those in your section (Finance, Operations, etc.) can see the post

-**Jurisdiction:** Only those in your Jurisdiction can see the post

-**County:** Only those in your county can see the post

-**Region:** Only those in your Region (A-I) can see the post

Step 7: Indicate whether the post should be routed to **Incident Key Events, Statewide Key Events or Radiological Emergency Preparedness**

Step 8: If there is any location information for the post indicate that under **Map Label, Address/Location, Lat/Long** section. To map the location type in an address then click **Get Address** to get an exact address. After that click **Map It** to pull it up in Mapper.

Step 9: If there are any attachments to go with the post attach them under the **Attachments** section.

Step 10: Once you have filled out the information above either click **Save** to save it or **Cancel** to abort it

Activity Log - 214
Incident: Demo MUPD 05/17/16

Search:

Filter by:

Region:

Water Main Break	Region F Boone 2400 E nifong 65201	Original Time: 05/17/2016 09:31:29	Record #: 67197
Name: Sebastian Gely	F Boone County MGT EM Director - shgxcf@mail.missouri.edu at 09:45:30 on 5/17/2016		
Position: F Boone County OPS MU Law Enforcement	Water no longer running F Boone County OPS MU Law Enforcement - richardsonks@missouri.edu at 09:43:56 on 5/17/2016		
Att1:			
Att2:			
		Radiological: Yes	Restricted To: Unrestricted
		<input type="button" value="View"/>	<input type="button" value="Update"/>

This information is not for public disclosure and is intended for authorized WebEOC users only.

Activity Log - 214
Incident: Demo MUPD 05/17/16

Details

Date/Time: 7/5/2016 13:26:27
County: Boone
Region: Region F
Activity Type: (Select)
Priority:
Remarks:

Point of Contact Name: Sebastian Gely
Point of Contact Phone: 573-526-9103

Restrict To: ☒ Unrestricted ☐ User ☐ Position ☐ Section ☐ Jurisdiction ☐ County ☐ Region

Routing: ☐ Post to Incident Key Events ☐ Post to Statewide Key Events (DO NOT USE FOR TRAINING OR EXERCISE) ☐ Radiological Emergency Preparedness

Optional Information

Map Label:
Address/Location:
Lat/Long: /

Attachment 1: Description:
Attachment 1: No file chosen
Attachment 2: Description:
Attachment 2: No file chosen

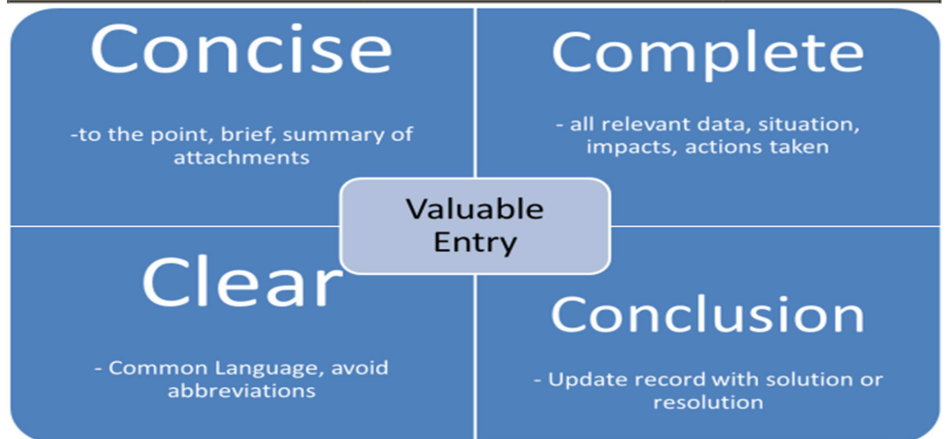
Record History

Activity Log Board Best Practices

- 1) Always complete as much information as possible throughout the record (this goes for most any board on WebEOC)
- 2) Make sure records are updated when the situation evolves and if there is a resolution update the specific entry.
- 3) When making an entry make sure it is **concise, complete, and clear** with **conclusion** if there is one.
- 4) The **User Restriction** (see Step 6 above) can be used to hide incorrect or inappropriate information effectively acting as a delete button.
- 5) When updating a record, open, update and save. If you open a record and do not save updates quickly, data can be lost if another user opens and updates a record.
- 6) Use the search field to look for information relevant to you or to find previous records that require updating
- 7) If you are not able to see information check on the **Filter By** setting
- 8) Use **Disable Refresh** as needed to review records
- 9) When deciding whether to route a post to **Incident Key Events** or **Statewide Key Events** (see Step 7 on the Activity Log Board Guide) keep the following in mind

Water Main Break		Region F Boone 2400 E nifong 65201	Original Time: 05/17/2016 09:31:29	Record #: 67197
Name: Sebastian Gely		Water main break has been contained F Boone County OPS MU Law Enforcement - sebastian.gely@sema.dps.mo.gov at 14:21:39 on 7/5/2016		
Position: F Boone County OPS MU Law Enforcement		F Boone County MGT EM Director - shgxcf@mail.missouri.edu at 09:45:30 on 5/17/2016		
Att1:		Water no longer running		
Att2:		More		
Incident Key Events: Yes		Radiological: Yes		Restricted To: Unrestricted
				2 View Update

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6

Search:

7

Filter by:

Position: County OPS MU Law Enforcement	Water no longer running
Att1:	More
Att2:	
Incident Key Events: Yes	Radiological: Yes
Restricted To: Unrestricted	
View Update	

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Activity Log

- Incident Dependent
- All entered data
- Data display limited to Region
- Can update and create new records

Incident Key Events

- Incident Dependent
- Most critical data from incident
- Shows data from all working an incident
- Can only update records

Statewide Key Events

- Incident Independent (Global)
- Most critical data
- Relevant to people working other incidents
- Can only update records